



**2015
Suffolk County Legislative
Page Program**



WELCOME

FROM THE

SUFFOLK COUNTY LEGISLATURE!



Congratulations on taking your first step toward
becoming a
Suffolk County Legislative Page!

This program will provide you with hands-on
experience that will be both fun and educational in the
field of County Government.

As a Page, you will be given the opportunity to learn
about and actively participate in assisting your friends
and neighbors to access services and information they
need. You will be given a peek into the life of a
Legislative Aide and a taste of the hard work that goes
into providing County services. Please read through
this packet carefully to ensure your time here at the
Legislature goes smoothly and that you enjoy your
experience!

Thank you for your service to the Suffolk County
Legislature!

LETTER FROM PRESIDING OFFICER DUWAYNE GREGORY



Dear Future Suffolk County Legislature Page,

Thank you for your interest in our new Suffolk County Legislature Page Program!

This intensive 8 week summer program has been developed to take a small, select group of local college students and immerse them in County government and teach them how to be good community stewards and potentially great leaders. I believe it is our responsibility as elected officials to help you, as part of the next generation of leaders, to hone your leadership skills by building confidence and providing you with guidance, training and valuable hands-on experience. This program will do just that!

Please submit the enclosed application by May 20th, space is limited!

In a nutshell, the program will begin with an Orientation on May 30th and culminate with a formal Graduation on August 7th. Each week Pages will spend up to 12 hours in a Legislative District Office as determined by the Legislator and every Friday, you will report to the Legislature for interesting and pertinent workshops. Additionally, each Page will be assigned duties at the one of the three General Meetings and during the associated Committee weeks. I have attached a calendar and curriculum for the program, as well as a list of workshops for your information.

Successful Pages will share a healthy interest in government, community service and politics. You will learn essential skills associated with working as a Legislative Aide in Suffolk County Government but more importantly will also gain practical experience in a professional office setting. Most importantly, Pages will be given the opportunity to meet and work with community leaders and other county residents to identify and address issues that are of concern to their neighbors. Pages will learn first-hand that knowledge is power.

If you have any questions, please contact my office at 631-853-4088. Thank you in advance for participating in this new and exciting program. I look forward to working with you!

Sincerely,

Presiding Officer DuWayne Gregory
Suffolk County Legislature

OFFICE OF THE COUNTY LEGISLATURE
COUNTY OF SUFFOLK

KEVIN MCCAFFREY
LEGISLATOR, 14TH DISTRICT



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LINDENHURST, NY 11757
(631) 854-1100
FAX (631) 854-1103
e-mail: Kevin.McCaffrey@suffolkcountyny.gov

Dear Page Candidates,

It is with great enthusiasm that I have this special opportunity to commend you for your interest in the Suffolk County Legislature's new Page Program. This program will not only allow you to learn about government and explore potential careers in various positions within public service, but it will also provide you with great experience that you can ultimately add to your resume.

As a Page, part of your time will be spent within the district office of your assigned legislator. District offices serve as a gateway for constituents to access their legislator to convey their thoughts, problems, and concerns. Due to this function of the office, you will gain crucial experience in constituent casework, preparing correspondence, legislative research, community outreach, and intergovernmental relations. All of these skillsets will prove to be invaluable, regardless of the profession you ultimately choose to enter.

The rest of your time will be spent within the chambers of the legislature. The Suffolk County Legislature has chambers located in Riverhead (the County Seat) and in Hauppauge. The chambers are the official meeting places for all of Suffolk County's 18 legislators, and it is here that bills are introduced, debated, and voted on. Your role here will be to observe the different proceedings and to assist your assigned legislator on the floor. You do not get closer to seeing government at work than this!

Additionally, the Page program will be a great time to further develop your professional network. You will be building relationships with elected officials and their respective staff members, in addition to a variety of key players in government, industry, and the non-profit sector. Very few people get a networking chance like this at such an early stage in their careers; suffice it to say that this is a golden opportunity for you.

Please be sure to submit the enclosed application materials by May 20th and be aware that space is extremely limited. If you have any further questions about the program, you can contact my office at 631-854-1100, or the Presiding Officer's office at 631-853-4088.

I wish you the best of luck with your application and I hope to meet and work with you soon!

Sincerely,

Kevin J. McCaffrey Minority Leader
Suffolk County Legislator 14th District

SERVING AS A PAGE

Orientation Day

- A mandatory orientation day will be held on Saturday, May 30th 2015. This is required because it will provide you with the basic understanding of the duties you will need to perform as a Page. There will be a tour and general overview of how Legislature operates.

Serving

Monday – Thursday

- Pages will report to a Legislative District Office for up to 12 hours a week, Monday through Thursday. The Legislator and the Page will work out a schedule that is amenable to both.

Friday

- Every Friday, Pages will be required to report to the Legislature for workshops, discussion groups and lectures. These will include classes on leadership, personal development, introduction to government, policy and community resources. See attached schedule for more detail.

General Meetings and Committee Weeks

- Pages will be assigned duties at the one of the three General Meetings and during the associated Committee weeks at the Legislature Buildings in either Hauppauge or Riverhead.

Things to remember while serving

- You may not chew gum or eat while performing your duties as a Page.
- You are responsible for your own lunch. You may bring your own or there are many food establishments available close by.
- We ask that you not use your cell phone or other electronic device while you are here, unless it is an emergency.
- While serving as a Page you will need to dress appropriately. Young men should wear nice dress pants and a dress shirt. Young ladies should wear a nice shirt with nice dress pants or a knee length (or longer) skirt; nice dresses are also acceptable. You may not wear jeans, shorts, sweatshirts and t-shirts. You may also not wear skirts shorter than knee-length, or any shirt that exposes the midriff. Dress as a professional.

Important Information

- You must be at least 18 years of age, a resident of Suffolk County and hold a high school or equivalency diploma. Motivated and dynamic students preferred.
- There will be a graduation ceremony at the culmination of this program. Graduating Pages will receive a Certificate of Public Service, a picture with the Presiding Officer of the Legislature and their legislator as well as a letter of recommendation.

CURRICULUM FOR PAGE PROGRAM

- Learn proper phone etiquette.
- Learn basic office operations, including filing, maintaining records and office decorum.
- Research legislation/issues and create talking points.
- Attend community/ civic events with staff or Legislator. Shadow, listen and take notes.
- Take good photographs and prepare succinct captions for distribution.
- Contribute to social media effort.
- Tend to basic constituent issues - employing compassionate listening and maintaining confidentiality.
- Organize community meetings and address community issues.
- Draft written communication, letters, press releases and flyers.
- Lobby Legislator about Page-identified issues or topics.

Page Program

Friday Workshop Schedule

- Orientation 5/30
- County/ Constituent Services 6/05
- Event/Meeting Planning & Management 6/12
- Labor and County Workforce-6/26
- Leadership Training 7/10
- Mock Legislative Committees 7/17
- Public Speaking 7/24
- Mock Debate 7/31
- Page Graduation 8/7

June 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2 9:30 a.m. General Meeting in Hauppauge	3	4	5 County/ Constituent Services	6
	Page Program Starts	1 st Round Page Assignments				
7	8 Committee Week	9 Committee Week	10 Committee Week	11 Committee Week	12 Event/Meeting Planning and Management	13
14	15	16 4:00 p.m. General Meeting in Riverhead 2 nd Round Page Assignments	17	18	19 Event and Meeting Planning Press Conference	20
21	22	23	24	25	26 Labor and County Workforce	27
Father's Day						
28	29	30				

July 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3 NO CLASS	4
						Independence Day
5	6	7	8	9	10 Leadership Training	11
12	13	14	15	16 Deadline for Page Resolutions	17 Discuss Resolutions Announce Top 10 Vote on Top 5 Debate Prep	18
19	20 Committee Week	21 Committee Week	22 Committee Week	23 Committee Week	24 Public Speaking	25
26	27	28 9:30 a.m. General Meeting In Hauppauge 3 rd Round Page Assignments	29	30 Legislature Family Day at Sunken Meadow	31 Mock Debate	

August 2015

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	Page Wrap Up	Page Wrap Up	Page Wrap Up	Page Wrap Up	GRADUATION!	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Suffolk County Legislative Page Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Age: _____ Year of College: _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked in government before? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes,
explain:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Suffolk County Legislative Page Application – page 2

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Essay Question: *Please answer two of the following questions on an attached document in 250 words or less. At the top of each page, please include your name and contact information.*

- Please explain how participating in the Suffolk County Legislature's Page Program and working with the legislature, if selected fits with your academic and/or career goals;
- Explain and name one cause, you believe in and why you believe in it.
- Explain one situation in which, because you took initiative, the end result of your effort was a success.